

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MINUTES

Wednesday, September 4, 2019 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	English & Student Life		
Co-Chair: Academic Senate Representative	Norm Marten	X	ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning		
				Vance Manakas	X
				Kevin Balas	X
Academic Senate President, Ex Officio	Nenagh Brown	X	EATM, Life & Health Sciences		
				Brenda Woodhouse	
				Audrey Chen	
Dean	Carol Higashida	X		Armine Torabyan	X
Business Services	Samuel Lingrosso				
	Michele Perry	X		Mary Swenson (Alt)	
	Dan McMichael	X		Lan Nguyen (Alt)	
	John Sinutko	X			
Associated Students Representative	Brigit Quezada	X	Physical Science & Career Education	Rick Edwards	X
Instructional Technologist	Tracie Bosket	X	Business, Social & Behavioral Sciences, Child Development & Languages	Shannon Macias	X
Student Services Council	Kim Korinke			Felix Masci	X
ACCESS	Shyan Diaz-Brown	X		Lee Ballesterio (Alt)	
Classified Staff	John Dobbins	X	A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	
Vice President, Ex Officio	Amanuel Gebru				
	Mary Rees				
GUESTS	Cynthia Osuna	X	Arts, Media & Communication Studies	Steve Callis	X
	Dan Watkins	X		Mickey Howell	X
	Patti Blair	X		Gerry Zucca	X
	Gilbert Downs	X			

TOPIC	ACTION
1. WELCOME and INTRODUCTIONS	Meeting called to order by Silvia Barajas at 1:17 pm.
2. PUBLIC COMMENTS Gilbert Downs announced that Classified Senate has two vacancies. Nenagh Brown welcomed members and presented members with standing committee cards and ten plus one cards.	
3. APPROVAL OF MINUTES: May 1, 2019	Michele Perry motioned to approve minutes with changes Vance Manakas seconded

TOPIC	ACTION
	<p>Abstentions: Hugo Hernandez, Lydia Basmajian, Brenda Woodhouse, Tracie Bosket, Steve Callis, Brigit Quezada, Shyan Diaz-Brown, Kevin Balas, Rick Edwards, & John Sinutko. Motion carried</p>
<p>➤ INFORMATION/REPORTS</p> <p>➤ IT UPDATE –Dan McMichael</p> <ul style="list-style-type: none"> ○ Replaced 360 thin client stations across campus with standard computers and have 40 thin clients remaining to be replaced (Library & Physical Sciences) ○ Completed the installation of a new 48 station computer lab in HSC-103 ○ Reimaged the computer labs in LMC-138, 139, 121, T-205, 211 ○ Updated Mac lab in HSS-104 ○ Created a new 20 station Mac lab in COM-122 ○ Finalized the installation of 16 iMacs to COM-150 ○ Installed an additional 16 wireless access points across campus since the last update ○ Upgraded systems from Windows 7 to Windows 10 with 250 stations remaining to be updated before the end of the year ○ Replaced several faculty and staff computers as part of tech refresh with more to continue ○ Setup new computers for the new deans on campus ○ Added additional network switches on campus for increased capacity ○ Added an additional 40 laptops in mobile computing labs since the last update ○ Upgraded our network security to block additional threats ○ Be aware of phishing email attempts. If there is a link on an email hover over it and it will show you where it actually goes. If you have questions, contact Dan <p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</p> <p>The Fall Canvas Certifications will be on:</p> <ul style="list-style-type: none"> ○ Sept 9 – Oct 6 ○ Nov 4 – Dec 8 (includes an extra week due to the holidays) <p>You can register at: www.moorparkcollege.edu -> scroll down to “Distance Education” -> Faculty -> Register</p> <p>We are three out of the California Community Colleges who purchased ALLY for our faculty! ALLY is an accessibility tool that helps faculty know if their documents are accessible or not. If you upload things to Canvas, you will see colored speedometers.</p> <p>Red = Not accessible Orange = Partially accessible Green = Accessible</p> <p>Not only does it give you an idea what is accessible and what is not, it shows you exactly what is wrong, and shows you how to fix it.</p>	

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<p>ALLY also creates alternative files for the students. They are able to download documents in these files: Tagged PDF, HTML, ePub, Electronic Braille, and MP3. The files do not change or alter your documents, they are just extra files with different capabilities. There will be more information a little later about Moorpark “going green” with ALLY.</p> <p>All faculty and staff who have school computers are able to access Camtasia, an excellent video platform. There will be training later this semester. If you would like Camtasia installed into your school computer, please email mchelpdesk@vcccd.edu and request for the installation.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <p>Gym Renovation – We are in the 49th week of the physical work on the project. The contractor has returned control of the gym court area, as well as the fit lab and wrestling deck areas. The project is currently still scheduled to be completed on September 24, 2019, however there will be some on-going portions of the work, most notably, on the exterior of the gym. This is fire sprinkler related, and is due to a last-minute requirement by the County to separate the domestic and fire water lines. Completing the work on the second floor level of the building is going to be very, very tight.</p> <p>Field House –The project is in its 49th week. The building, the site work, and the shade structure are substantially complete. The punch walk for the site work portion of the project was conducted yesterday, and the punch list for the building was reviewed yesterday. Silver Creek’s punch list was not complete, and their goal is to complete this week. The site work is intending to complete their repair work this week as well.</p> <p>Wayfinding – Little Architects are completing the contract documents, we will begin the bidding process soon.</p> <p>Campus Center Preliminary Design –The cost was estimated to be \$10,363,995.00 without FF&E or Swing Space, the cost could reach \$12,000,000.00. It may be possible for Outreach and International Students to relocate to the Campus Center, in what is currently known as the Poly Room. On hold until further notice.</p> <p>Film/TV Media Renovation – Project is complete. Closing out with DSA.</p> <p>Outdoor Kinesiology Classroom Facility Phase 2 – Project is out to bid for the 2nd time, after receiving no bids on the first attempt. Bid opening is scheduled for July 16.</p> <p>Tiger Habitat & Lion Habitat – DSA fully embraced the project in the May 18th meeting, and has agreed to limit its scope to the Tiger Habitat, and not reach out to the older DSA approved buildings in the Zoo. The Lion Habitat is currently out to bid, and scheduled to open on July 19th.</p> <p>Atomic Absorption Spectrometer PS-127 – I have received a quote for this work, and at nearly \$30K, will require a formal bid.</p> <p>HSC 103- Computer Lab – Work is in progress.</p>	

TOPIC	ACTION
<p>Replacement Panic Buttons – Project is tied to the District Wide Mass Notification Project. Proposals for this project are scheduled for today.</p> <p>Access Coaching Lab – Design & n Cost – A/E cost is \$43,820.00. On hold.</p> <p>Parrot Structure – New, lower cost structure found. Moving forward with project.</p> <p>LLR IT Rooms HVAC Replacement –Bid 579 is complete with the exception of the controls. Anticipating another two weeks to complete.</p> <p>PCR Update – Power and data addition installed. IT needs to terminate installed data cabling.</p> <p>CCCR Renovation – Design and budget development stage.</p> <p>CDC Playground Surfacing Replacement Project. Defining scope, working on budget.</p> <p>Automatic Sliding Door Replacement Project. Defining scope, budget estimate is \$310,000.00.</p> <p>Solar PV System – Working with District on project specifications. MC is planning on installing a 2.4 MW solar PV system in parking lots AA, A, B, C and E.</p> <p>Restroom/Snack Bar replacement – Building cost estimate.</p> <p>Old Access Bldg Replacement – Building cost estimate.</p> <p>Stadium Road Waterline Replacement – Replacing domestic an irrigation water lines along Stadium Road. Currently out to bid. The job walk will be held on July 25th, and Bids will be opened on August 15th.</p> <p>Softball Stair Replacement – Work is completed.</p> <p>MC Parking Lot Paving and Roadway Maintenance – Work scheduled to begin on July 18th</p> <p>Stadium Lighting Replacement – In design Stage.</p> <p>➤ DISTRICT-WIDE IT UPATE – Dan Watkins & Patti Blair Met with students, faculty, staff and administrators for feedback regarding webpages. Launch is set for March 2020. You have until October 1st to update all your website content and make sure that all documents are accessible and current. Remember to fix broken links before migration. If you need assistance with migration, please ask for assistance. Website photo gallery needs to be updated with current photos. A template has been created for faculty webpages. Faculty webpages will be set up similar to Neogov and will include classified staff. Students want faculty webpages to include short bios with links. Faculty webpage template is similar to Pasadena City College, San Joaquin and LA Mission. Meanwhile, District newsroom has launched. Go to your social media and like something to keep students engaged.</p>	

TOPIC	ACTION
4. Committee Orientation Silvia reviewed committee guidelines for FRAWG, TRAWG, & PAWG. Co-chairs for FRAWG- Carol & Gerry. Silvia will notify Matt that Kevin is interested in co-charing TRAWG. Silvia and Nenagh co-chair PAWG. PAWG will be reviewing Educational Master Plan and Facilities Master Plan to ensure that they are aligned.	
5. Review Committee Membership and Committee Assignment 2019-20 Members reviewed and revised committee membership for FRAWG, TRAWG, & PAWG. Program Plans have been extended to end of September. Nenagh will confirm with Oleg. Silvia stated that PAWG can start. Silvia will send information out to the group of when we can anticipate to receive list.	
6. FRAWG/TRAWG/PAWG Projects approved and funded for 2019-20	
7. Establish 2019/20 Goals (goals listed at the bottom of the agenda) Members reviewed and revised committee goals for 19/20. Changes reflected on the bottom of page 3.	
8. Good of the Order	
9. ADJOURNMENT	

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 9/04/19 – MC Share & Website	2019 09/04 , 10/02, 11/06, 12/04
F-CAP/T-CAP Meeting Minutes 5/01/19	2020 02/05, 03/04, 04/01, 05/06
IT Update Instructional Technology Update Facilities Projects Update	
FRAWG/TRAWG/PAWG Committee Workgroup Reporting Handouts	
FRAWG/TRAWG/PAWG Projects approved and funded for 2019/20	

Facilities and Technology - Committee on Accreditation and Planning

- The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.*

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP) <i>Committee of Academic Senate</i>	The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.	Co-Chairs <ul style="list-style-type: none"> Vice President of Business Services Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council Members <ul style="list-style-type: none"> Three faculty members from each Student Learning Division appointed by the Academic Senate Council Three Classified representatives appointed by the Classified Senate Two Deans selected by the Vice Presidents of Academic Affairs and Student Support Three Business Service representatives selected by the Vice President of Business Services

		<ul style="list-style-type: none"> • One representative from Student Services Council appointed by the Vice President of Student Support • One representative from the Accessibility Coordination Center and Education Support Services • One representative from Instructional Technology • One student appointed by Associated Students who serves in an advisory role • Vice President of Academic Affairs (ex-officio, non-voting) • Vice President of Student Support (ex-officio, non-voting) • Academic Senate President (ex-officio, non-voting)
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FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> • Carol Higashida • John Sinutko • Vance Manakas • Gerry Zucca- Co-Chair • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke • Shyan Diaz-Brown 	<ul style="list-style-type: none"> • Matt Calfin • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • John Dobbins • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards 	<ul style="list-style-type: none"> • Silvia Barajas • Nenagh Brown- Co-Chair • John Sinutko • Danielle Kaprelian • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez

Goals 2019/20	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
2. Implement Way-Finding Project	
3. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
4. Make recommendations for updating the annual Information Technology Operations Plan and Technology Master Plan.	
5. Implement faculty and staff webpages	
6. Update Facilities Master Plan	
7. Review committee charge and membership for Decision Making Handbook	